

# Danbury Library Board of Directors

## Minutes of the e-Meeting

October 8, 2020

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BY: JRC

- I. President Ned Moore called the meeting to order on Zoom at 4:01 p.m.

**PRESENT:** Ned Moore (President), Joan Damia, Deborah Gogliettino, Randolph Summ, Kate Pearson (Library Director), Katharine Chung (Assistant Library Director), Kate Johnson (Finance Member)

**Absent:** Dimples Armstrong, Gary Falkenthal

- II. Minutes—

\*A motion to approve the Minutes of September 10, 2020 was made by Mr. Summ. It was seconded by Ms. Damia and it passed unanimously.

- III. **Finance Report**—Ms. Pearson reported we took in \$223 in September. Patrons are now able to pay online. We have only spent money this month on our IUG Library membership renewal. President Moore asked about a City Hall Report. Ms. Pearson says it has been a challenge due to the alternating work schedule in City Hall. Ms. Pearson will follow up with the Finance Director that the Board would like a report. (Ms. Pearson has obtained a copy of the City Hall/Raymond James Financial Report and shared it with the Library Board. The balance of Library Board investments is at \$1,862,081.12 on 9/1/20 and our estimated annual income is \$37,813.)

\*A motion was made by Ms. Damia to accept the Finance Report. Mr. Summ seconded it. It passed unanimously.

- IV. **Friends Report**—President Moore reported the Friends have a book sale this weekend on Saturday and Sunday on Main St. Kate Johnson from Friends believes the book sale is all set to go with enough volunteers.

- V. **Director's Report**—

- a. **Statistics:** Ms. Chung report continued using the new written format. She has included an info graphic on the front to highlight to the public what we have been doing since March.

Usually September is a slow month for Community engagement but even under Covid, we did reach over 75,000 patrons through our social media and our website. Also pictured in the report is the iPad winner of the National Library Card Sign-up Month Challenge Giveaway, month sponsored by Friends.

In September, patrons returned inside the Danbury Library for the first time since March 13<sup>th</sup> because of Covid. Patrons checked out 3,046 adult items and 783 junior and teen

items. Curb side pick-up numbered 1,873 items. We had 421 patrons who made appointments to browse our new collection or use the copier and fax machines. Patrons from other CT libraries checked out 256 items.

Also, we opened up computer use by appointment: 143 computer appointments 256 patrons used our Wifi both inside and outside the building. With Naugatuck Community College and Western Connecticut State University opening in September, our database use increased to 399. A total of 1,617 ebooks and audiobooks were circulated and a total of 10,502 items were downloaded electronically.

For programs, we had 1282 patrons attend 49 virtual programs. Ms. Chung had included a picture of young patrons participating in the cooking program.

Ms. Chung was happy to report that the Library was featured on the Beanstack website as an example of libraries using Beanstack. We had used the Beansstack application for our remote summer learning program, for the Library Card Sign-up month in September, and the 1000 Books Before Kindergarten Challenge.

Currently, the only active grant we have is the construction grant. The other grants are pending. The Junior floor shelving is finally completed. Staff worked very hard removing and re-shelving 38,000 items in the Junior collection.

The Junior floor will begin to be opened by appointment starting Tuesday, October 13<sup>th</sup>.

President Moore asked about the comparison statistics between last year and this year. Ms. Chung still has the full version and will provide it if requested. Ms. Pearson reported that the current format is similar to what other city departments use.

- b. Staffing—Ms. Pearson did not have anything to report as the City is still under a hiring freeze.
- c. Future updates—Ms. Pearson reported on the latest developments of the Janet Lake Trust. Ms. Lake had died in 2000 and left her estate investments to the Danbury Hospital, Danbury Library and scholarships for students at Danbury High School. The money was put into trust until 40 years after her death. The hospital manages the trust. Currently, it is through Wells Fargo Bank and they are charging excessive fees which limits the amount of money to the hospital, library and scholarships. The hospital wants to draw up documents to change banks. At this time, Ms. Pearson does not know how much money is in the trust. The hospital representative will be setting up a meeting and will invite President Moore and Mr. Les Pinter from the City.

- d. Governor Lamont has moved Connecticut to Phase 3 which allows libraries to be open to 75% capacity. So on Tuesday, October 13<sup>th</sup>, the library's main floor will be open but appointments for computer/fax and the Junior & AV Department are required. Public restrooms and seating will remain closed due to cleaning availability. The Mayor will be announcing this information today on his Live at 5
- e. Ms. Pearson was excited to report that the Danbury Library was one of several Connecticut Libraries that will receive funding from the Governor for reopening. She doesn't know how much as there is a wide range of the funds but it is based on a formula. She will not know until Monday, October 12<sup>th</sup>. There are several restrictions and a time limit to be used by December 18<sup>th</sup>. While it can be used for many different things, it can only be used for items to bring patrons into the Library. President Moore asked to be informed on the amount the Library will receive.
- f. Café report—Kervin contacted us and will not be reopening the Café because his family that helps manage the Café is in the high risk category for Covid. He is working with the city as to what he has to do because his lease expires February and March. This news came to us about 2 weeks ago. Realistically, no one in this climate wants to open a business. Ms. Pearson will have a conversation with the Mayor. The Hackerspace is still open. They were supposedly getting a building in Brookfield but they are still here.
- g. Ms. Pearson reported that the Board's meetings will continue until January, 2021.

VI. President's Report—NM welcomed Ms. Kate Johnson from Friends. President Moore also reported that his neighborhood is starting a Free Library.

VII. Adjournment

\*Motion to adjourn at 4:36 p.m. was made by Ms. Damia and Mr. Summ seconded it. This motion passed unanimously.

Submitted by,  
Theresa Buzaid, Secretary

Ned Moore, Pres.      Oct. 15, 2020  
Ned Moore, President      Date

## **MOTIONS OF THE BOARD OF DIRECTORS**

### **OF THE DANBURY PUBLIC LIBRARY**

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